

# Annapolis Police Department



## GENERAL ORDER

**Number: N.5**

**Issue Date: September  
2000**

**TO:** All Personnel

**SUBJECT:** Field Training and Evaluation Program

### **PURPOSE**

The purpose of this General Order is to establish guidelines for the successful continuation training of police recruits.

### **POLICY**

It shall be the policy of the Annapolis Police Department to expand upon the education and training which the police recruit receives in the police academy. This commitment of continual training involves assigning police recruits to trained veteran officers who provide on-the-job training and evaluation.

#### **I. Program Goals**

- A. To produce a highly trained and positively motivated police officer capable of meeting or exceeding standards of performance required by the City of Annapolis Police Department.
- B. To provide equal, structured, and standardized training to all newly hired police officers and to provide remedial training in those areas where deficiencies are identified.
- C. To build on the foundation of education and training given at the police academy, thereby creating an environment in which the recruit officer may develop new skills acquired during academy training.
- D. To improve the Department's screening process by providing on-the-job observation of each recruit officer's performance in a standardized and structured environment.

- E. To establish career paths within the department by providing qualified officers with additional training and the opportunity to develop leadership skills.
- F. To establish an appraisal system which is valid and job related, utilizing a standard and systematic approach to measuring a recruit officer's performance.
- G. To ultimately increase the overall efficiency and effectiveness of the Department by enhancing the climate of professionalism demanded by ethical standards of law enforcement.

## **II. Program Administration**

- A. The Field Training and Evaluation Program will be conducted according to this policy and procedures set forth in the Department's Field Training Manual.
- B. All training in the Field Training and Evaluation Program will occur in a planned, organized sequence and will be identified in the Field Training Manual.
- C. Recruit officers will only be judged against standardized evaluation guidelines which clearly define acceptable and unacceptable performance. The same criteria will be used to evaluate every recruit.
- D. The Commander of the Administrative Services Division has the responsibility for the administration of the Field Training and Evaluation Program, including:
  - 1. Designating a coordinator to provide day to day direction and oversight for the program.
  - 2. Selecting Field Training Officers (FTO's).
  - 3. Coordinating and assigning recruits and FTO's.
  - 4. Periodically reporting to the Commander of the Operations Division on the progress of recruits in the program.
  - 5. Maintaining the Field Training and Evaluation manual to include:
    - a. Detailed descriptions of the duties and responsibilities of the FTO, recruit officer in field training, and the program coordinator.
    - b. A description of the training phases occurring in the Field Training and Evaluation Program.
    - c. Standardized evaluation guidelines for rating recruits.
    - d. A schedule of weekly training activities to be covered during the Field Training and Evaluation Program.
  - 6. Providing training for newly selected FTO's, training for patrol supervisors, and refresher training for experienced FTO's. The purpose of this training is

to prepare the FTO to effectively integrate the recruit officer into his/her environment.

7. Evaluating the Field Training and Evaluation Program after each class to ensure the program is properly coordinated and operationally effective.
8. There is no formal liaison with the police academy staff for the FTO program. However, this does not preclude any arrangements that have already been established between the department and the police academy.

E. Watch Commanders will:

1. Promote the goals and procedures of the Field Training and Evaluation Program;
2. Support the FTO by providing direction, counseling and encouragement as necessary;
3. Identify officers likely to be good FTO's;
4. Monitor and evaluate the conduct of Sergeants/Corporals and their capacity as supervisors of FTO's; and,
5. Monitor recruit performance and progress by reviewing Daily Observations Reports (DOR's), signing the DOR'S' and forwarding them through the chain of command to the Commander of the Administrative Services Division.

F. Platoon Sergeants/Corporals will:

1. Promote the goals and procedures of the Field Training and Evaluation Program;
2. Supervise the FTO and support the FTO by providing direction and counseling and encouragement as necessary;
3. Identify officers likely to be good FTO's;
4. Monitor and evaluate the conduct of FTO's under their command;
5. Review, sign and forward Daily Observation Report's completed by the FTO's under their supervision;
6. Meet at least weekly with the FTO's and recruit officers under their supervision to review the recruit's progress. This will include a joint meeting with the recruit and the FTO and individual meetings with both.
7. Work with the FTO's under their supervision to develop remedial training addressing recruit deficiencies, and

8. Recommend remedial training, counseling, extensions of the Field Training period or termination, as necessary.
- G. Field Training Officer's will:
1. Provide recruit officers with training, guidance, and opportunities to develop into efficient and effective officers of the department.
  2. Accurately and fairly complete evaluation reports (DOR's) for each recruit officer assigned to them, indicating the recruit's performance and progress.
  3. Ensure that the recruit receives a copy of the Daily Observation Reports and the weekly supervisors report.

### III. Program Elements

- A. Standard Field Training and Evaluation program for new recruits will be a **minimum** of nine weeks.
1. Phase I Week 1 is the first week that the recruit is assigned to a Platoon following graduation from the police academy. The recruit will not be evaluated during this time period and all Daily Observation Reports will indicate the "limbo" period. Any training should be documented. The recruit will be assigned their primary FTO for this phase of training.
  2. Phase II Weeks 2 and 3 the recruit will still be assigned to their primary FTO. Training and evaluation will take place during this phase.
  3. Phase III Weeks 4 and 5 the recruit will be assigned to a second FTO. Training and evaluation will take place during this phase.
  4. Phase IV Weeks 6 and 7 the recruit will be assigned to a third FTO. Training and evaluation will take place during this phase.
  5. Weeks 8 and 9 the recruit will return to their primary FTO for the final phase of training. The primary FTO will ensure that all training the recruit has received in this program has been documented. This is an evaluation only phase. The FTO will normally provide no training, but will intervene in the recruit's handling of an incident if the recruit fails to meet the criteria set forth by this department.
- B. The standard Field Training and Evaluation program for lateral or certified **recruits** will be a **minimum** of four weeks.
1. Week 1 the recruit will be assigned to a Platoon. The recruit will be assigned to a primary FTO. The first day of week 1 will be a "limbo" day. The recruit will not be evaluated, but training and review will begin.

2. Week 2 the recruit will be assigned to a second FTO for training. There is no “limbo” day. Training and evaluation will take place during this week.
  3. Week 3 the recruit will be assigned to a third FTO for training. There is no “limbo” day. Training and evaluation will take place during this week.
  4. Week 4 the recruit returns to their primary FTO. The primary FTO will ensure that all training the recruit has received in this program has been documented. This is an evaluation only phase. The FTO will normally provide no training, but will intervene in the recruit’s handling of an incident if the recruit fails to meet the criteria set forth by this department.
- C. Field training for a recruit with performance deficiencies deemed to need remedial training, may be extended for a total of six weeks beyond the standard program length. The decision to extend the training will be made by the Commander of the Administrative Services Division in conjunction with the Commander of the Operations Division based on the DOR’s and any other written documentation. A recruit whose performance is unacceptable after 15 weeks of training will be considered for termination. Nothing in this General Order prevents the Chief of Police from dismissing a recruit before the end of the Field Training process.
- D. Recruit officers will be evaluated daily by their FTO, who will discuss that day’s performance with the recruit. The recruit and the Platoon Sergeant or Platoon Corporal will sign all DOR’s as an acknowledgment that they have reviewed the document. The Recruit officer, FTO, Platoon Sergeant or Platoon Corporal may submit any comments with the DOR.
- E. For police tactical purposes, an FTO - Recruit Officer team will be considered a one officer unit, except as follows:
1. New recruit after seven weeks of **successful** training.
  2. Lateral/Certified officer throughout the program.
- F. The FTO’s are encouraged to meet periodically with their Platoon Sergeant/Platoon Corporal and other FTO’s to discuss the progress and performance of the recruits. These meetings are intended to allow collective evaluations and prescriptions for improvement among FTO’s and supervisors.
- G. After the completion of the program, the FTO will complete an FTO Release Form and forward it through the chain of command to the Commander of the Administrative Services Division. This form will indicate whether or not the recruit has successfully completed the FTO program.
- H. An officer released from training will be evaluated every month by his/her Platoon Sergeant/Platoon Corporal until the end of the probationary period. These written evaluations (the front side of the DOR’s will be used for these evaluations) are intended to track and inform the officer of their development and needed

improvement. The evaluations will be submitted through the chain of command. When using the front side of the DOR write "Monthly Evaluation" on the top portion of the form, along with the month. It is not necessary to write a narrative if the rating scale is a "6" or a "7". However it is necessary to write a narrative if the rating scale is a "1" or a "2" The evaluation form will be retained in the officers training records.

- I. There is no rotation of assignments since each recruit will have the opportunity to investigate crimes, investigate collisions, process crime scenes, walk foot patrol, attend community meetings and other assignments as directed.

#### IV. Field Training Officer Selection and Removal

- A. Field Training Officers will be selected from the Operations Division (Patrol), and will be assigned to Patrol.
- B. To be eligible to serve as an FTO:
  - 1. Applicants should enjoy working with trainees, and want the day to day responsibility of a recruit officer;
  - 2. Applicants must be off probation, with a minimum of three years on the department.
  - 3. Applicants must have above average evaluations and must be in good standing;
  - 4. Applicants must have been assigned to the Operations Division (Patrol) for the six month period preceding the filing of an application.
  - 5. Applicants must submit an application through the chain of command to the Commander of the Administrative Services Division.
  - 6. The applicant's Sergeant and a Watch Commander will specifically recommend or not recommend the applicant as an FTO.

An applicant may appeal a "not recommended" decision of the Sergeant or Watch Commander to the Commander of the Administrative Services Division. In such a case, the burden of proving that the recommendation as inappropriate will rest with the applicant.

- C. Final selection will be made by the Commander of the Administrative Services Division, who will consider the comments made by the Commander of the Operations Division, Watch Commander, the applicant's sergeant, the applicants personnel records and the applicant's disciplinary record.
- D. The application process for FTO's will be opened on an as need basis. At this time **all FTO's who want to remain in the program must reapply**, in order to determine

continued interest in the program. New applicants may also apply at this time. There will be periodic In-Service training for current FTO's.

- E. A Field Training Officer may be removed from his/her position in the following ways:
1. Voluntarily with the approval of the Commander of the Administrative Services Division;
  2. By the Commander of the Administrative Services Commander on the recommendation of the chain of command or the recommendation of the Commander of the Operations Division; and.
- F. If a former FTO returns to the Operations Division (Patrol) and wishes to be an FTO, he/she must complete a minimum of six months in Patrol and must submit an application. The selection process will be the same as section IV subsection B.

**V. Program Evaluation**

- A. After the completion of a recruit's training program, the Platoon Sergeant will evaluate the FTO's. The recruit will also be given the opportunity to evaluate their FTO's in the form of a written critique.
- B. The Commander of the Administrative Services Division will report to the Chief of Police following the completion of a recruit training program. The Commander will consider:
1. The overall compliance with this General Order and procedures in the Field Training and Evaluation Manual;
  2. Written evaluations from random recruit officers completing the Field Training and Evaluation program and their supervisors; and
  3. Any recommendations from the Commander of the Operations Division.

Joseph S. Johnson  
Chief of Police

References
1. Accreditation Standards 33.4.3
2. Annapolis Police Department Field Training Manual

**Revision:** This is a new General Order